



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Program Technician II  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$2638 - \$3209

### **DUTIES:**

Under the direction of the Supervising Program Technician II, Operations Unit of the Item Processing section, the Program Technician II, performs the more difficult daily operational functions, including balancing, reconciliation and validation of financial data related to state issued items presented for redemption by banks. Performs analysis of exception items, takes corrective action and prepares required documentation in accordance with the appropriate rules, policies and procedures.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Performs batch balancing by reconciling bank balances with items processed, takes corrective action and updates computer databases to reflect correct balances.
- Verifies items that have not passed system edit requirements, including duplicates, stale dates, stop payments, or that exceed the maximum amount.
- Reviews and verifies adjustment actions, totals by fund/account and totals by presenting banks, updates files accordingly and generates financial reports.
- Performs tasks to process financial data for reconciliation, balancing and validation of items presented for redemption.
- Resolves the more difficult processing problems that require logic and analysis.
- Prepares bank batches into controlled units for encoding.
- Encodes control documents at batch, credit and block stages and organizes items for document processing.

### **DESIRABLE QUALIFICATIONS:**

- Ability to analyze situations and take effective action using initiative, resourcefulness and good judgment
- Ability to be courteous and tactful
- Ability to work cooperatively with others
- Ability to work independently
- Attention to detail, ability to adapt to changing processes.
- Complete work accurately within restrictive timeframes
- Computer skills
- Good work habits, attendance and attitude

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Program Technician II.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-330-9928-004" next to the classification on your application/resume, i.e. Program Technician II (820-330-9928-004).**

**FINAL FILING DATE:**

Applications will be accepted until **October 27, 2008.**

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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